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ABSTRACT

This unit, one in a series of packets of teacher and student materials for cooperative occupational education (COE) designed for special needs students, is intended to develop students' awareness of community resources as well as their civic responsibilities to the community. The instructor material includes the following items: unit objectives, specific objectives, suggested activities, an outline of information given in the student instructional materials, transparency masters, a key to the unit review, and references. The student material contains objectives, an introduction, information sheets, assignment sheets (with activities such as matching, quizzes, and puzzles), and a unit review. Student materials and transparency masters are illustrated with line drawings. (KC)

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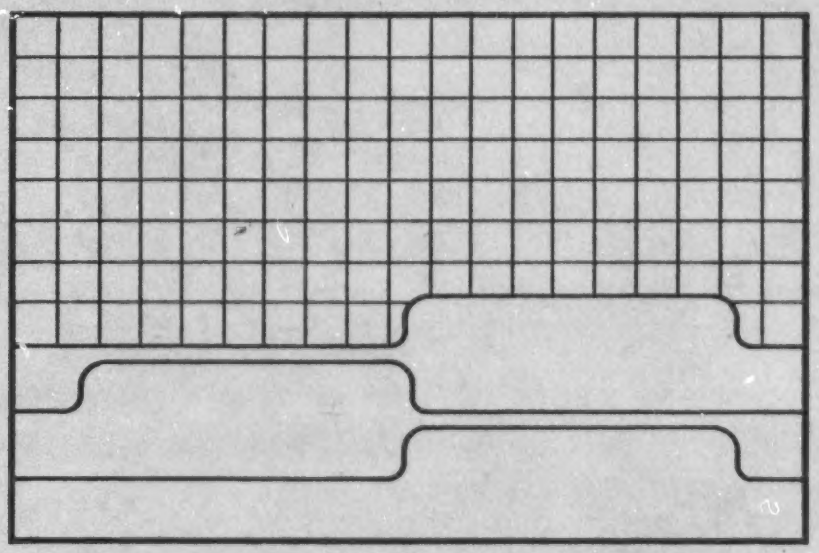
Cooperative Occupational Education

Instructor Material

and Student Material

Unit 20
Your Community and You



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Developed by:
The Instructional Materials Laboratory
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In Cooperation With
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Jefferson City, Missouri

INSTRUCTOR

COURSE TITLE - COOPERATIVE OCCUPATIONAL EDUCATION

SECTION E - MANAGING YOUR PERSONAL LIFE

UNIT 20 - YOUR COMMUNITY AND YOU

UNIT OBJECTIVE

This unit develops student awareness of community resources as well as their responsibilities, as citizens, to their communities.

SPECIFIC OBJECTIVES

1. List 3 kinds of education and training resources.
2. List 2 kinds of job assistance resources.
3. List 3 kinds of health or human service resources.
4. List 2 kinds of leisure time resources.
5. Explain how respecting laws and neighbors helps the community.
6. Identify 2 ways to be a good citizen.

SUGGESTED ACTIVITIES

I. Instructor

A. Prepare transparencies.

B. Discuss objectives.

C. Discuss Information Topics (IT 20-1, IT 20-2)

D. Review Assignment Sheets (AS 20-1, AS 20-2)

E. Administer and evaluate unit review.

F. Optional activities

1. Invite a school guidance counselor to give the class an overview of community resources, especially as they are outlined for students in IT 20-1.

2. Invite speakers from any of your community's resources. A panel of speakers describing their facilities would be one way to go about this.

3. Take a class field trip to tour some community resources.

4. Assign each student a different community resource on which to gather information. Then have each student share the information with the class in a 5-10 minute presentation. Provide a format for information gathering.

5. Invite one or more local officials to talk with the class. They might explain your community's political strucutre, discuss community issues, etc. Have students prepare questions in advance.

II. Student

A. Read and discuss unit objectives.

B. Read and discuss Information Topics.

C. Complete and review Assignment Sheets.

D. Complete unit review.

INSTRUCTIONAL MATERIALS

I. Included in this unit

A. Objective sheet

B. Information Topic sheets

1. IT 20-1: What You Should Know About: Community Resources

2. IT 20-2: What You Should Know About: Your Responsibility to Your Community

C. Assignment Sheets

1. AS 20-1: What You Have Learned About: Community Resources

2. AS 20-2: What You Have Learned About: Your Responsibility to Your Community

D. Transparency Masters

E. Unit review and key.

II. References

A. Grimes, L. A. Jr. Student's Personal Adjustment to Work. Austin, TX: University of Texas Instructional Materials Center, 1973.

B. Kimbrell, Grady and Ben S. Vineyard. Succeeding in the World of Work. Bloomington, IL: McKnight Publishing Co., 1981.

C. Ryder, Verdne. Contemporary Living. South Holland, IL: The Goodheart-Willcox Company, Inc., 1979.

YOUR COMMUNITY AND YOU

UNIT 20

I. Community Resources (IT 20-1) (AS 20-1)

A. Education and training resources for adults are offered by most communities. There are many possibilities:

1. Adult education programs
2. Community colleges
3. Four-year colleges and universities
4. Vocational and trade schools
5. Apprenticeships
6. Federal job training programs
7. Employer training

B. Job assistance resources help people find jobs or choose careers. They may include:

1. Employment agencies
2. Career counseling services

C. Health and human services resources

1. Hospitals and health clinics
2. Daycare centers
3. Services for people with handicaps
4. Miscellaneous human services which could include housing agencies, advocacy organizations, halfway houses, hotlines, etc.

D. Leisure time resources

1. Parks and recreation
2. Public library
3. Clubs and organizations
4. Art and music opportunities

II. Your Responsibility to Your Community (IT 20-2) (AS 20-2)

A. Communities offer a great deal to citizens.

B. Citizens in return have responsibilities to their communities.

C. Three responsibilities of the good citizen are discussed:

1. Respect laws and neighbors.

2. Take an interest in and keep informed about your community.

3. Know your community's resources and support them.

YOUR COMMUNITY AND YOU

UNIT 20

KEY TO UNIT REVIEW

A. Answers may include: (any 3)

Adult education
Community college
4-year colleges and universities
Vocational schools
Trade schools
Apprenticeships
Federal job training programs
Employee training

B. Answers may include: (any 2)

State Employment Service
Private employment agencies
Career counseling services

C. Answers may include: (any 3)

Hospitals
Health clinics
Daycare centers
Agencies for handicapped
Any other obvious health or human services

D. Answers may include: (any 2)

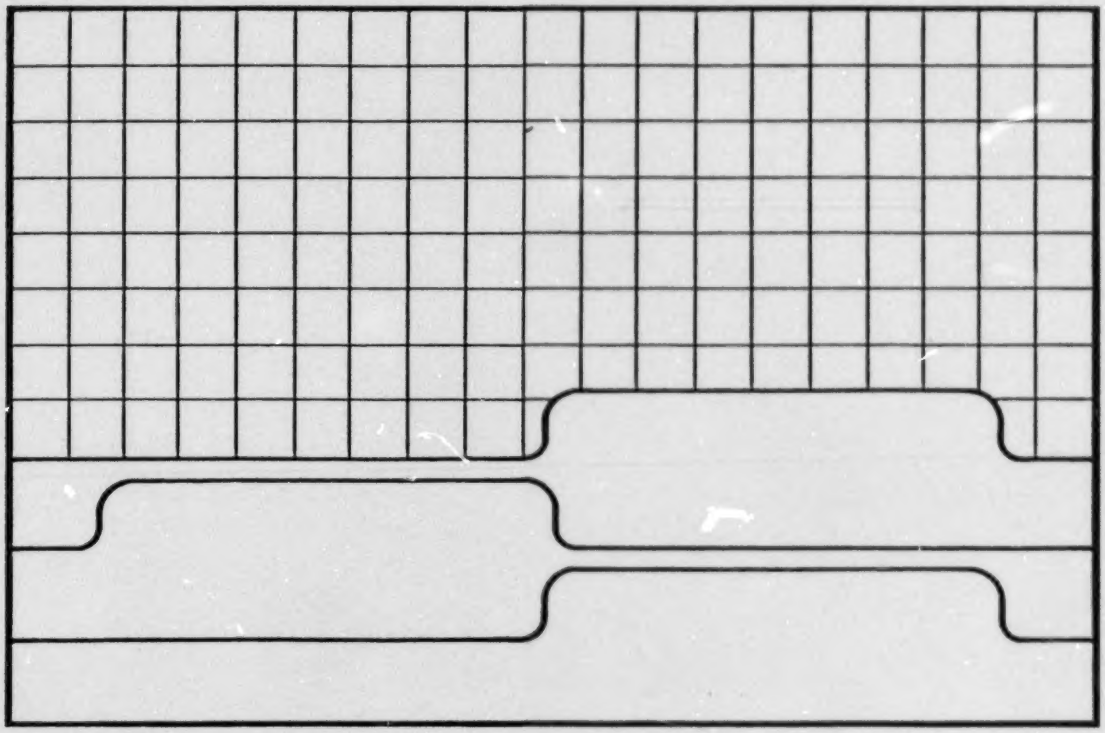
Parks and recreation
Public library
Clubs and organizations
Art and music opportunities

E. Answers will vary but should reflect an understanding of the first paragraph of IT 20-2.

F. Answers will vary but should relate to taking an interest in community affairs or knowing and supporting community resources.

Cooperative Occupational Education
student material

Unit 20
Your Community and You



Developed by:
The Instructional Materials Laboratory
University of Missouri-Columbia
In Cooperation With
Vocational Special Needs • Department of Elementary and Secondary Education
Jefferson City, Missouri

Your Community and You

After completing this unit you will be able to:

- List three kinds of education and training resources.
- List two kinds of job assistance resources.
- List three kinds of health or human service resources.
- List two kinds of leisure time resources.
- Explain how respecting the laws and your neighbors helps the community.
- Identify two ways to be a good citizen.

Introduction

To be a good citizen, one must be aware of what happens in his or her community and take part in the community activities. This unit looks at what a community has to offer you and explains how many of the community resources can help you.

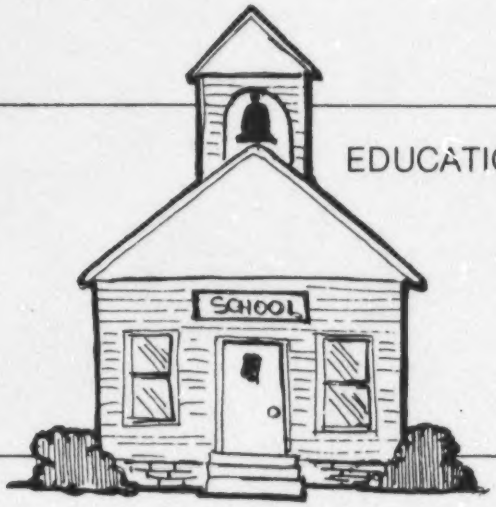
What You Should Know About **Community Resources**

Your community is full of resources. Do you know what is meant by "community resources"? They are the things a community has to offer the people who live there.

Bigger communities often have more resources than small ones. But even small communities have a lot to offer the people who live in them. The more you know about your community's resources, the more you will like your community.

Every community has resources such as places to shop, a post office, churches and schools. These are just a few of the resources that we know about and can find in a community. What other resources may be offered by communities? We will look at four different sorts of resources:

- education and training resources
- job assistance resources
- health and human services resources
- leisure time resources



EDUCATION AND TRAINING RESOURCES

Some of the most important resources are ones that offer education or training for jobs. We know that schools are a resource for youths, but there are a lot of education and training opportunities for adults too.

Adult Education

More and more, adults are going back to school. Adult education classes are held during the day and also at night to fit everyone's needs. People who have not finished high school can study to pass the G.E.D. test which gives them a diploma equal to a high school diploma.

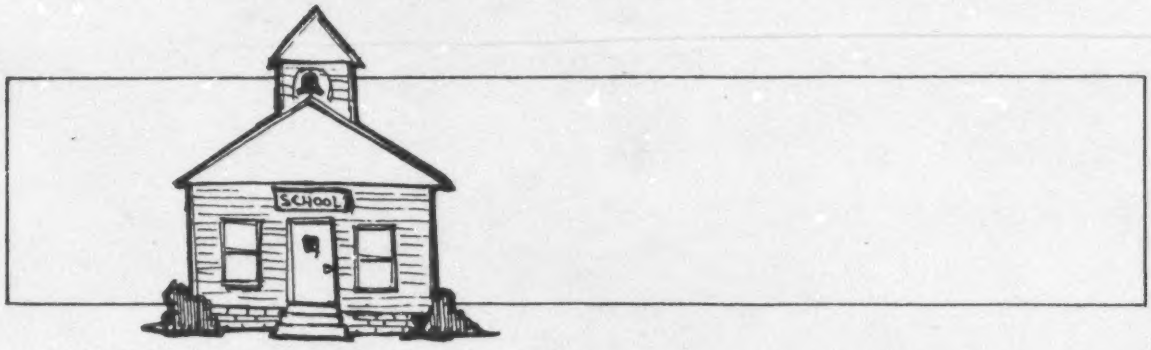
People who have graduated often take courses on things they are interested in because they want to keep on learning. Learning should go on through a person's whole lifetime. Adult education makes that possible.

Community Colleges

Many areas have two-year community colleges. Community colleges also offer training for different careers such as clerical work, restaurant, business, x-ray or dental technician, and many others.

Four-Year Colleges and Universities

Some communities have colleges or universities. A college degree is needed to get a job in many professions. But there are many jobs that don't need a college degree.

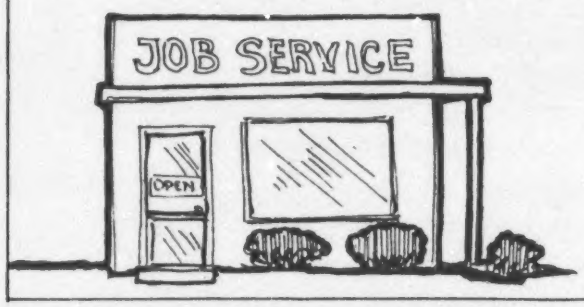


Vocational and Trade Schools
Vocational schools are for high school students and adults. Trade schools are for people who have finished high school. Both kinds give students training for an occupation. Some of the training programs offered may be in plumbing, auto repair, health, agriculture, computers or electronics.

Apprenticeship
Another way to learn a skilled trade is by getting into an apprenticeship program. Apprentices are paid while they are trained. Part of the time they learn by working, and part of the time they get classroom instruction in their trade. School counselors can tell you more about an apprenticeship.

Federal Job Training Programs
Some job training programs are paid for by the federal government. CETA was one of those programs. JTPA is the newest of these programs. These programs offer job training to people who can't find jobs or who don't have the money to pay to be trained.

Employer Training
Many companies train the people they hire. They may give them on-the-job training, or they may train their employees first and then put them to work. If you are trained by your employer, you will be paid while you learn.



JOB ASSISTANCE RESOURCES

What resources are there in your community to help a person find a job or pick a career? Most of the education and training resources you just read about can help you choose. There are also some other places to get these services.

Employment Agencies

You have studied public and private employment agencies. Some towns have the public kind that helps people find jobs and does not charge a fee. The private employment agencies charge a fee for finding you a job.

Career Counseling Services

Many people don't know what kind of career would be best for them. They may have a job but are not satisfied with it. Or they may not have a job and don't know what kind they want. Career counseling is very helpful to such people.

If you go for career counseling, you may be given some tests to help you see what you like to do and what you can do well. You may also find out about the kinds of jobs that are in your interests. You also learn how much education or training different jobs take.

Many high schools offer career counseling to students for free. For people who are out of school, career counseling is done at community colleges, universities, or at private career counseling agencies which charge a fee.

HEALTH AND HUMAN SERVICES RESOURCES

Beside resources that help people get education, training, or jobs, communities have other ways to help people. If you check, you may find one or more of these resources in your area:

Hospitals and Health Clincs

Good health care is a most important human service. You may find clinics that give free check-ups for your eyes, blood pressure, TB, or free immunizations. These are shots to protect against childhood diseases such as mumps and measles.

Other services that can be found are drug or alcohol abuse programs for abusers and their families. There are family planning agencies to help people make choices about when to have babies. Many communities have mental health centers and counseling services.

Daycare Centers

In more families than ever, both parents work outside the home. The need for good daycare centers for children is greater every year. Daycare is offered by some people in their homes for small groups of children. There are larger centers in churches and other places.

Resources for People With Handicaps

People with physical or mental handicaps can find agencies that offer them services. Such agencies help these people protect their rights, get training and jobs, and find leisure time activities.

Other Human Services

There are many other resources to help people. Housing agencies help low-income people find places to live. Soup Kitchens or Meals on Wheels have hot meals for needy or elderly people. Women's Centers may help women get ready for careers or counsel them if they have been raped. Organizations for minorities protect their rights and help them get ahead in society. Halfway houses help people from drug programs, prisons, or mental hospitals. There are organizations for single parents, hotlines for runaway teens and people in crisis and there are sex education programs for parents and children.

LEISURE TIME RESOURCES

These kinds of resources give people something to do in their leisure time. Leisure time is free time, when you want to do something fun or interesting. Which of these does your community offer?

Parks and Recreation

Parks are a great resource. Children can play and adults can picnic, play sports, or relax. Some may offer nature study programs. There may also be swimming or gymnastic lessons at local schools. Exercise groups or sports opportunities are offered in nearly all communities.

Public Library

Public libraries let you read all kinds of books without buying them. Most public libraries have books for children as well as adults.

Clubs and Organizations

Clubs bring people together to have fun or to share in group projects. They are good places to meet people and make friends. All sorts of clubs and organizations can be found in communities.

Art and Music Opportunities

You can learn to paint, draw, make pottery or do any other kind of art. You can take lessons in singing, dancing, or playing an instrument. Or you can join a community band or choir and make music with others.

You can see that there are many resources communities have to offer people. There are many more that are not listed. Find out what the resources are in your community. When you know what is available, you will be more likely to use them.

What You Have Learned About **Community Resources**

A. Find out which of these resources are available in or near your community. Use a phone book or ask someone you know for names of places that offer the services. Write the names and addresses in the blanks. Write NONE beside resources your community does not have.

MY COMMUNITY'S RESOURCES

	NAME	STREET ADDRESS
Education and Training Resources		
Adult education program		
Community college		
Four-year college		
Vocational school		
Trade school		
Other job training opportunities		
Job Assistance Resources		
State employment service		
Private employment agencies		
Career counseling services		
Health and Human Service Resources		
Hospital(s)		
Health clinics		
Drug or alcohol abuse programs		
Family planning agency		
Mental health center		
Counseling center		
Daycare centers		
Agencies for handicapped		
Other human services		
_____		

MY COMMUNITY'S RESOURCES

	NAME	STREET ADDRESS
Leisure Time Resources		
Parks and recreation		
Public library		
Clubs		
Art or music opportunities		

B. How much do you and your family use your community resources? Check (✓) each to show whether you use it a lot, sometimes, or never. Write NONE beside any that your community does not have.

	USED A LOT	USED SOMETIMES	NEVER USED
Adult education program			
Community college			
4-year college or university			
Vocational school			
Trade school			
State employment service			
Private employment agencies			
Career counseling services			
Parks and recreation			
Library			
Clubs			
Art or music opportunities			
Hospitals			
Health clinics			
Daycare centers			
Other human services			

Which of the above do you use the most?

Which would you like to use more?

Which are not available in your community that you wish were available?

What You Should Know About
Your Responsibility to Your Community

Communities offer a lot to the citizens who live in them. Citizens, in return, owe some things to their communities. You have a responsibility to be a good citizen.

First, you must respect your community and not break its laws. After all, communities are good places to live only if their people try to get along with each other and respect each other's rights. All citizens have the right to live in peace, and not to be afraid of others. No citizen has the right to bother neighbors, scare them, or hurt them.

Second, to be a good citizen you must take an interest in what goes on in your community. Have opinions on community concerns. Does your town offer as much as it should to teens, the elderly, and young children? Do you think community tax money is being spent for the good of all? Is your town managing sewage, drinking water, and pollution in ways that will keep all citizens safe?

It is important to be aware of decisions that affect the whole community and who makes those decisions. Know who your community leaders are and vote for them if you think they are doing a good job. The only way to be a wise voter is to know who the leaders are and keep up on what is going on in the community.

Another way to be a good citizen is by knowing what the resources are in your community and supporting them. Be aware of what your community has to offer in education, training, and job assistance, and for health care, human services, and leisure time resources. Using resources and telling others about resources are ways of supporting the things your community offers.

There are two other important ways to support community resources. One is to give money to help keep the services available. You can give money to support the ones you use most, or you can give money to the United Way or a fund like it.

The other way is to give some of your time to help them. Doing volunteer work is even better than givng money. Almost any school, nursing home, or playground needs volunteers. Helping out at one of these places can help you, too. Volunteering lets you try out jobs to see if they interest you for a career. Also, the satisfaction that comes from helping people will make you feel good.

What You Have Learned About
Your Responsibility to Your Community

Below are ways to help your community. Put a check (✓) beside the ones that you do now. Put an (X) for the ones that you would like to do someday.

_____ 1. Obey the law.
_____ 2. Throw litter in trash cans, not on the street.
_____ 3. Respect my neighbors' rights to peace and quiet.
_____ 4. Report crimes.
_____ 5. Keep aware of community news.
_____ 6. Vote.
_____ 7. Know who my community's leaders are.
_____ 8. Get involved in community politics.
_____ 9. Know my community's resources.
_____ 10. Tell others about resources I know about.
_____ 11. Give money to support resources I use.
_____ 12. Do volunteer work in my community.

Name: _____

Unit 20 Review

A. List three different kinds of education or training resources that may be found in communities.

_____

_____

_____

B. List two kinds of job assistance resources.

_____

_____

C. List three kinds of health or human services resources.

_____

_____

_____

D. List two kinds of leisure time resources.

_____

_____

E. Explain how respecting the laws and your neighbors helps the community. _____

_____

F. Give two other ways you can help your community.

_____

_____

My evaluation shows that I understand this unit and that I am ready to continue.

_____
Student Signature

The student has completed this unit to my satisfaction and is now ready to continue.

_____
Instructor Signature